



Plattsburgh

## CITY OF PLATTSBURGH MUNICIPAL EVENTS PROCEDURES AND APPLICATION

### WELCOME

Thank you for your interest in holding an event in Plattsburgh. The City of Plattsburgh recognizes that special events are an important part of living in Plattsburgh and our quality of life. Events enhance tourism, civic pride, culture and education and provide an economic impact to the community. The application and procedures are intended to help you through the application process and seek approval to hold your event and to help you understand your responsibilities as an event organizer. Take the time to read through the event procedures as this document contains very important information.

### WHY DO I NEED TO SUBMIT A MUNICIPAL EVENT APPLICATION?

An application must be submitted if:

You wish to hold your event, walk, run, tournament etc. on any portion of outdoor property owned by the including: Roads/road allowance, parks, parking lots, open spaces, walkways, marina, etc

Or, the event includes any of the following elements: food being given or sold to the general public, alcohol, fireworks, sound amplification, tents, amusements rides, use of electricity and fencing.

### TIMELINES

Municipal event applications for Special Event Permits must be completed and returned with all paperwork and additional required permits.

- At least 45 days in advance for events. ***Applications submitted late or incomplete may not receive approval and may not be issued a permit.***

# CITY OF PLATTSBURGH

## MUNICIPAL EVENTS PROCEDURES AND APPLICATION

### SECTION 1: PURPOSE

The purpose of the Municipal Event Procedures and Application is to establish guidelines and procedures for the application process and management of Special events in the City of Plattsburgh. It outlines the operation of events on City of Plattsburgh Property, streets and roadways and associated fees and charges if applicable for related services provided by the City. The procedures will help the event organizer to determine the requirements that are to be in place in order to effectively plan and execute a successful special event. For the purpose of this policy the following definitions will apply:

- 1.1 “Community Events Committee” means the body comprised of Community Development staff that meets to review all Municipal Event Applications.
- 1.2 “Council” means the Common Council of the City of Plattsburgh.
- 1.3 “Emergency Plan” means a plan that details procedures to follow in emergencies.
- 1.4 “Event Organizer” means a natural person or organization applying for a Special Event permit.
- 1.5 “Event Permit” means a permit for a special event issued by the City of Plattsburgh.
- 1.6 “Parade” means a planned event of a celebratory nature moving from one location to another on the roadway and that may involve pedestrians, people in a walking group, vehicles and floats.
- 1.7 “Sidewalk” means all part of a highway set aside for use by pedestrians or which is used by the general public.
- 1.8 “Special Event” is defined as a one time, annual or infrequently occurring event on City of Plattsburgh property that is reserved for exclusive use and not limited to; a festival, procession, march, drill parade or other organized event which meets the following criteria: a celebration of a specific theme, has a predetermined opening and closing date/time and is available to the community-at-large.

*Note: While other activities not meeting the criteria may still be permitted to occur, they may be subject to some or all of the policies and procedures contained in this policy.*

### SECTION 2: APPLICATION PROCESS

- 2.1 The Community Development Department will serve as the primary point of contact for processing your Event Application within the City of Plattsburgh and its departments (Fire, City Clerk, Police, Parks, Engineering and Building (tent permits), Public Works). It is our goal to assist event organizers in planning safe and successful events.
- 2.2 The permit process begins for your event when you submit your COMPLETED Municipal Event Application including site plan along with the appropriate Permit fee to the Community Development Department at City Hall, 41 City Hall Place, Plattsburgh or fax it to the Community Development Department at 536-7458 or email to [geddess@cityofplattsburgh-ny.gov](mailto:geddess@cityofplattsburgh-ny.gov) or [dedominicasp@cityofplattsburgh-ny.gov](mailto:dedominicasp@cityofplattsburgh-ny.gov) a minimum of 45 days in advance.

- 2.3 The application will then be reviewed by Community Events Committee.
- 2.4 Event organizers may be notified if the event requires additional information or modification and if additional charges may be applicable.
- 2.5 The Community Development Department will present the application as a Report to Council when all requirements are met. All pending documents (certificates of insurance, food permits etc) and or changes required to the Municipal Event Application must be received before the final Event permit will be issued. The following information must be received:
- Applicable permits and related fees
  - Site Plan Map/Event layout
  - Map of Road Closures
  - Alcohol Permits if necessary
  - Certificate of Liability Insurance
- 2.6 In most cases the Community Events Committee will meet the event organizer to discuss the event application and help to make your event a success.

### **SECTION 3: GENERAL POLICIES AND PROCEDURES**

- 3.1 All regulations, bylaws and legislation must be adhered to by the event organizer. The event organizer is required to provide evidence, if asked of all necessary licenses/permits required to operate the event.
- 3.2 The event organizers must adhere to all special event policies and procedures. .
- 3.3 It is strongly recommended that the event organizers provide certified first aid service on site during the operating hours of the event for events with 500+ attendees.
- 3.4 Event organizers shall make their event reasonably accessible to all.
- 3.5 A pre- event meeting may be scheduled with the event organizers or members of the event and city staff to go through site specifics.
- 3.6 The City of Plattsburgh may attach such terms and conditions to a permit as deemed necessary to ensure public safety, protect City property or maintain the enjoyment of the park(s), beach and roads for the public.
- 3.7 Event organizers must observe all by-laws, rules and regulations on the City of Plattsburgh properties.
- 3.8 The cost of any damage to the park and/or facilities as well as missing barricades will be borne by the event organizer.
- 3.9 Event organizers must adhere to the Smoke-Free and the Smoking Prohibited By-law.

## **SECTION 4: ROAD CLOSURES**

- 4.1 All road closures must be approved by Council.
- 4.2 Emergency access must be provided at all times. The unobstructed fire lane must be left open for emergency vehicles. Depending on the width of the road, the fire lane must be at least
- 4.3 Sidewalks will remain open to the public throughout the closure except for safety reasons.
- 4.4 If a road closure has any impact on area businesses or residents, the applicant may be asked to inform all residents or businesses in the area of road closure, by letter or hand-delivered memo at least 14 days in advance of the Event, of the particulars of the approved temporary road closure and any detour route available to them.
- 4.5 The requests for road closure may be subject to event/site specific conditions or alternative routes at the discretion of the Community Events Committee.

## **SECTION 5: BANDSHELL BOOKINGS**

- 5.1 Bandshell bookings may be made for a variety of reasons that are for the enjoyment of the general public or a specific audience. These are normally less than eight hours in duration and include but are not limited to the following types of events: concerts, fundraisers and ceremonies.

## **SECTION 6: WASTE MANAGEMENT/ RECYCLING**

- 6.1 As an event organizer you are responsible for the clean-up of your event site. The City of Plattsburgh will provide all normal maintenance services to its current routine standards. Any additional maintenance required by the special event organizers prior to or during the event should be requested and additional fees may apply.
- 6.2 The event organizer is encouraged to recycle and behave in an environmentally friendly manner. Recycling is strongly encouraged at all events.

## **SECTION 7: TENT PERMITS/FENCING/STAKING**

- 7.1 All requests for installation of any object that penetrates the ground including fence posts or sign installation will require a Dig Safe Permit ([www.digsafelynewyork.com](http://www.digsafelynewyork.com)) 3 days in advance of planned event. This will allow local gas, electric and other services to mark area prior to any installation. When a DigSafe request has been submitted, the Community Events Committee requires a copy of the DigSafe request. Please forward email receipt of DigSafe request or provide copy of DigSafe request to Community Events Committee as soon as it is completed.

## SECTION 8: FIREWORKS

- 8.1 If planning a Fireworks display, a Fireworks Permit must be completed and submitted as part of event application.
- 8.2 Firework Display Permit applications are available online at <http://www.cityofplattsburgh-ny.gov>.

## SECTION 9: FOOD SERVICE/MOBILE FOOD SERVICE EQUIPMENT

- 9.1 All food vendors involved in any charitable and/or commercial function at which food is prepared, served, provided and/or offered to the public must comply with the following requirements:
- Appropriate Special Events Food Vendor Forms from the Clinton County Health Department need to be completed and permission may be required. Please visit the Clinton County Health Department at 133 Margaret Street, Plattsburgh or visit [www.clintonhealth.org](http://www.clintonhealth.org) for more information.
  - All vendors must provide a certificate of liability insurance with the City of Plattsburgh named as additionally insured.
- 9.2 Event organizers and/or agents must comply with any third party agreements in place at all City of Plattsburgh property (beach, marina, Trinity Park, bandshell, etc).
- 9.3 Vendors must provide all water, electric needs in Event Application.

## SECTION 10: ALCOHOL SALES/ SERVICE

- 10.1 A Special Occasion Permit must be obtained and must be posted at the event and shall be provided with the City's Permit application. Any and all the guidelines provided by the New York State Liquor Authority must be adhered to. Please contact the New York State Liquor Authority at 518) 474-3114 or email [Licensing.Information@sla.ny.gov](mailto:Licensing.Information@sla.ny.gov).
- 10.2 The City of Plattsburgh owns and manages facilities and land where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the oversight of the New York State Liquor Authority. Permit Holders and event organizers must follow and comply with the guidelines of the NYS Liquor Authority. Event organizers must submit all of the following documents for an Event Permit will be issued.
- Copy of the Permit
  - List of Bartenders, ticket sellers
  - A copy of the Signed Municipal Alcohol Policy
  - Site Plan

## **SECTION 11: INSURANCE REQUIREMENTS**

- 11.1 Every applicant shall obtain insurance of no less than \$2,000,000.00 (*with City of Plattsburgh named as additional insured*), per occurrence against loss or damage resulting in bodily injury or death or damage to any property from any one incident and such policy shall name the City as an additional insured and shall protect the City for all claims for all damage, injury or death arising out of any act or omission on the part of the event organizer, its servants or agents.
- 11.2 The City of Plattsburgh reserves the right to set higher insurance limits on the event if required..
- 11.3 Event organizers are required to submit a letter or a copy of their insurance papers from their insurer confirming that the insurance coverage held by the applicant are in accordance with the City's requirements or a copy of the insurance policy with the City listed to the event application.

## **SECTION 12: NOISE POLICY**

- 12.1 Noise is regulated by the City of Plattsburgh.
- 12.2 All amplified concerts will not exceed a sound pressure of 70 decibels beyond 100ft from the stage and sound levels and sound levels may be monitored accordingly. Concerts must cease by 11p.m.

## **SECTION 13: FEES AND SURCHARGES**

- 13.1 All user fees, equipment and service fees where applicable are subject to provisions of the City of Plattsburgh's Fees and Surcharges By-law, as amended each year.
- 13.2 The permit fee must be received before the application will be approved by Council.
- 13.3 Should any equipment be damaged by the permit holder the costs will be invoiced to the organization.

## **SECTION 14: SIGNAGE AND BANNERS**

- 14.1 Permission is required to erect any sign or banner on municipal property.
  - a) A letter requesting what and where the signage you will be placing on or above roads must be attached to this application and will be approved by the Public Works Department.

## **SECTION 15: EMERGENCY PLANNING & FIRE SAFETY**

- 15.1 For any type of event, fire prevention measures must be included to avoid personal injuries and property damage. If the event is to include the use of tents where people will assemble, specific fire safety planning and measures are required.
- 15.2 If the event is to include food vendors specific requirements apply to equipment in general set-up
- 15.3 If the event is to be held within an enclosed/ fenced area, then specific requirements apply to occupant load restrictions, exits etc.
- 15.4 If the event requires road closure and/or enclosed/fenced areas, then an unobstructed fire lane must be left open for emergency vehicle Access.

## **SECTION 16: PARKING DURING SPECIAL EVENTS**

- 16.1 The event organizer is responsible for:
  - a) Ensuring there is sufficient parking for event attendees including additional accessible parking during major events.
  - b.) Arranging shuttle service for off-site parking if required

## **SECTION 17: SECURITY**

- 17.1 Security/pay duty officers may be required for large-scale events and specifically when alcohol is being served. It is often required when materials and equipment are left onsite overnight. City Police will not act as overnight security.

## **SECTION 18: CONTACT LIST**

When asking for information from the City of Plattsburgh and submitting your application your first contact will be the Community Events Committee.

Events/Promotions Coordinator  
Sandra Geddes  
Phone: 518-536-7458  
geddess@cityofplattsburgh-ny.gov

Director of Community Development  
Paul Dedominicas  
Phone: 518-536-7509  
dedominicasp@cityofplattsburgh-ny.gov